

**RULES
OF
THE BOARD OF REGENTS
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE
INSTITUTIONAL STUDENT DISCIPLINARY RULES**

**CHAPTER 0240-3-14
SOUTHWEST TENNESSEE COMMUNITY COLLEGE
STUDENT DISCIPLINARY RULES**

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0240-3-14-.01 COLLEGE POLICY STATEMENT.

- (1) Community college students are citizens of the state, local, and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to Southwest Tennessee Community College carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the College and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the Colleges under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the College and its educational environment.
- (2) Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the College's pursuit of its educational objectives, the College may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the College whether or not such conduct is simultaneously violative of state, local, or national laws.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed April 23, 1993; effective July 28, 1993. Repeal and new rule filed August 29, 2000; effective December 29, 2000.

0240-3-14-.02 DISCIPLINARY OFFENSES.

- (1) Disciplinary action may be taken against a student or student organization for violations of the following regulations which occur on College owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any College activity or the missions, processes or functions of the College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the College community.
- (2) For the purposes of these regulations, a "student" shall mean any person enrolled during any period. A person will continue to be considered a student during the period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period, and during any period while the student is under suspension from the College.
- (3) Generally, through appropriate due process procedures, College disciplinary measures shall be imposed for conduct which adversely affects the College's pursuit of its educational objectives which

(Rule 0240-3-14-.02, continued)

violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or leased by the College or College controlled property.

- (4) Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:
- (a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well being, including any physical abuse or immediate threat of abuse;
 - (b) Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education College by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
 - (c) Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
 - (d) Obstruction of or interference with College activities or facilities. Any intentional interference with or obstruction of any College activity, program event, or facilities, including the following:
 - 1. Any unauthorized occupancy of College or College controlled facilities or blockage of access to or from such facilities.
 - 2. Interference with the right of any College member or other authorized person to gain access to any College controlled activity, program, event or facilities.
 - 3. Any obstruction or delay of a public safety officer, fireman, policeman, or any other College official in the performance of his/her duty.
 - (e) Misuse or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage, destruction, defacing, disfiguring or unauthorized use of property belonging to the College including but not limited to: fire alarms, fire equipment, elevators, telephones, College keys, library materials, computing resources, computer, and/or safety devices; and any such act against a member of the College community or a guest of the College;
 - (f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or sale of College property or any such act against a member of the College community or a guest of the College;
 - (g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of College documents, forms, records or identification cards, including the giving of any false information, or withholding necessary information in connection with a student's admission or enrollment status at the College;
 - (h) Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind. State law prescribes a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property;

(Rule 0240-3-14-.02, continued)

- (i) Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
- (j) Alcoholic beverages. The consumption or possession of alcoholic beverages is not allowed at the College;
- (k) Drugs. The unlawful possession or use of any drug or controlled substances (including any stimulant, depressant, narcotic, or hallucinogenic drug or substances, or marijuana) or sale or distribution of any such drug or controlled substances;
- (l) Gambling. Gambling in any form.
- (m) Financial responsibility. Failure to meet financial responsibilities to the College promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the College or to a member of the College community acting in an official capacity;
- (n) Unacceptable conduct in hearings. Any conduct at a College hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
- (o) Failure to cooperate with College Officials. Failure to comply with directions of College officials acting in the performance of their duties;
- (p) Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding or abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission);
- (q) Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses; which laws and regulations are incorporated herein by reference;
- (r) Violations of the general rules and regulations of the College as published in any official College publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 20, 1996; effective March 28, 1997. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Repeal and new rule filed August 29, 2000; effective December 29, 2000.

0240-3-14-.03 CLASSROOM MISCONDUCT.

- (1) The instructor has the primary responsibility for control over classroom behavior and the maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the College. Extended or permanent exclusion can be affected only through appropriate procedures of the College.

(Rule 0240-3-14-.03, continued)

- (2) Disruptive conduct shall include but is not limited to, any intentional interference with the normal classroom procedure or the presentation of the instructor and/or other students and the interference with other students' rights to pursue course work.
- (3) The instructor shall report the incident to the Coordinator of Student Activities and the Academic Department Chairperson. The Coordinator of Student Activities will meet with the instructor and chairperson to determine the appropriate action before the next class period. If the instructor wishes to exclude the student from the classroom, due process procedures will be followed as outlined in the Student Disciplinary and Due Process Policy. The hearing shall be conducted by the Student Disciplinary Committee. The purpose of the hearing is to determine whether the student will be readmitted to the classroom. Students may appeal decisions of the Committee to the Dean of Student Services and Enrollment Management.
- (4) If there is agreement for readmission, the student will be readmitted but may be subject to normal disciplinary procedures as set forth in the College's regulations on Student Conduct and Disciplinary Sanctions.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Repeal and new rule filed August 29, 2000; effective December 29, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004.

0240-3-14-.04 DISCIPLINARY PROCEDURES.

- (1) The following describes procedures followed by College officials in the administration of discipline. These procedures shall apply to students and registered student organizations. The term "student" shall be construed to include a registered student organization wherever the term appears in the procedures. Those rights described under "College Procedures" are available to a student anytime he or she is alleged to have violated a College rule.
- (2) College Procedures. The administration of discipline is a function of the Coordinator of Student Activities and/or the appropriate adjudicating body.
 - (a) In general, misconduct involving the violation of College rules is reported to the Coordinator of Student Activities. The Coordinator will then investigate the alleged misconduct.
 - (b) After notifying the student as to what College regulation(s) have been allegedly violated, the Coordinator of Student Activities may solicit from the student an admission or denial of violation.
 1. When a student admits to a violation, the Coordinator shall discuss those disciplinary sanctions which might apply (restitution, warning, expulsion, etc.). A student's admission of violation and acceptance of the sanction(s) imposed by the Coordinator of Student Activities will be reduced to writing, signed by the student, and notarized.
 2. If a student pleads non-violation to an offense, he or she may choose to have the Coordinator of Student Activities adjudicate the case or request a hearing before the Student Disciplinary Committee.
 - (c) The Student Disciplinary Committee is composed of five members: a chairman, two (2) student members, and two (2) faculty members. The two student members will be appointed by the President from a pool of students recommended by the President of the Student Government Association. In order to be eligible for the pool, a student must have completed a minimum of twenty-four (24) credit hours at Southwest Tennessee Community College, have a minimum of

(Rule 0240-3-14-.04, continued)

2.5 GPA, and be in good standing. A majority of the Student Disciplinary Committee must be present in order to hear a case, and a majority of the number present must be in agreement to reach a decision.

(d) If a hearing is requested, the following procedures shall be observed:

1. The student shall be notified in writing of the breach of regulations of which he or she is charged.
2. The student shall be advised in writing of the time and place of the hearing within ten (10) days of the date of notification.
3. The student shall be advised in writing of the following rights:
 - (i) The right to present his or her case;
 - (ii) The right to be accompanied by an advisor or counsel whose participation shall be limited to advising the student;
 - (iii) The right to call witnesses on his or her behalf;
 - (iv) The right to confront witnesses against him or her;
 - (v) The student shall be advised in writing of the method of appeal.
4. All hearings shall be closed unless the student elects in writing to have an open hearing.
5. If the Coordinator of Student Activities is to adjudicate the case, the following conditions must be met:
 - (i) The student requests the procedure;
 - (ii) The student is willing to accept the Director's action as final.

(3) Appeals Procedures.

- (a) In the interest of due process, only the recipient of disciplinary action has the right of an appeal. It is the responsibility of the body of the original jurisdiction to inform the disciplined student of the right to appeal and to whom the appeal should be presented. This appeal must be submitted in writing within 48 hours (excluding weekends and holidays) of the original decision and must specify grounds which would justify the granting of said appeal. The only basis for granting an appeal is:
 1. An error in procedural due process by the body of the original jurisdiction.
 2. The emergence of new evidence pertaining to the case.
- (b) General dissatisfaction with the outcome of the decision shall not be accorded as a basis for granting an appeal.
- (c) An appeal in writing, setting forth the grounds for the appeal, must be submitted via the Coordinator of Student Activities to the Dean of Student Services and Enrollment Management within forty-eight (48) hours of the original decision.

(Rule 0240-3-14-.04, continued)

- (d) The President of the College retains final authority on all campus matters, including disciplinary decisions. Therefore, any disciplinary action is subject to final review by the President of the College.
- (4) Tennessee Uniform Administrative Procedures Act. The College believes that the disciplinary procedures described above serve well the interest of students in obtaining full and fair hearings with a minimum of expense, complexity and inconvenience. An alternative to these procedures, applicable to cases involving student conduct serious enough to warrant (1) suspension or expulsion from the College for disciplinary reason; or (2) revocation of registration of a student organization during the term of the registration is provided by the "Tennessee Uniform Administrative Procedures Act." These cases shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with College procedures.
- (5) Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:
 - (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and
 - (b) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Repeal and new rule filed August 29, 2000; effective December 29, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004.

0240-3-14-.05 DISCIPLINARY SANCTIONS.

- (1) Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singularly or in combination, by the appropriate College official.
- (2) Definition of Sanctions
 - (a) Restitution. A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
 - (b) Warning. The appropriate College official may notify the student that continuation or repetition of specific conduct may be cause for other disciplinary action.
 - (c) Reprimand. A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It may signify to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the College community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in a student's education record pursuant to the TBR Guideline, G070, Disposal of Records.
 - (d) Restriction. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the College in any way,

(Rule 0240-3-14-.05, continued)

denial of use of facilities, parking privileges, or participating in extracurricular activities for a maximum of one year.

- (e) Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
 - (f) Suspension. If a student is suspended, he or she is separated from the College for a stated period of time with conditions of readmission stated in the notice of suspension.
 - (g) Expulsion. Expulsion entails a permanent separation from the College. The imposition of this sanction does become a part of the student's permanent record, and is a permanent bar to his or her readmission to the College.
 - (h) Interim or summary suspension. Though as a general rule, the status of a student accused of violations of the code should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the Dean of Student Services and Enrollment Management or his designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the College community or its guest, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
- (3) The President of the College is authorized, in his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed February 28, 2000; effective June 28, 2000. Repeal and new rule filed August 29, 2000; effective December 29, 2000. Amendment filed January 11, 2002; effective May 31, 2002.

0240-3-14-.06 TRAFFIC AND PARKING REGULATIONS.

- (1) General
 - (a) The entry, operation, and control of motor vehicles on Southwest Tennessee Community College property is authorized and directed by the President of Southwest Tennessee Community College, who may exercise such control as deemed necessary.
 - (b) The Chief of Campus Police is responsible for the enforcement of this code.
 - (c) The Chief of Campus Police may exclude or remove from the campus any vehicle used as an instrument in a crime, suspected of being stolen, abandoned or mechanically unfit, operated by a person under the apparent influence of intoxicants, or one that has not been properly registered in accordance with this code.

(Rule 0240-3-14-.06, continued)

- (d) While the State of Tennessee and Southwest Tennessee Community College has no legal responsibility for the care and/or protection of any vehicle operated or parked on an STCC facility, there is a moral concern for the safety of such vehicles.
- (e) If a vehicle and/or its contents are stolen or damaged in any way while on STCC property, this information should be immediately reported to the Campus Police Office. Campus Police will offer assistance in processing reports and/or claims to the appropriate agencies.

(2) Definitions

- (a) Student - Any person registered in a course offered by Southwest Tennessee Community College.
- (b) Employee - Any non-student employed by Southwest Tennessee Community College.
- (c) Visitor - Any individual on official business with, or present as a guest of Southwest Tennessee Community College.
- (d) Parking Area - College designated locations where individuals are allowed to park a motor vehicle. Some locations may have designations for employees to park, as opposed to students.
- (e) Campus - All areas falling within the jurisdiction of Southwest Tennessee Community College.
- (f) Parking Permit - The official motor vehicle authorization, which is a hang tag type permit that must be displayed by hanging from the inside rear view mirror.
- (g) Temporary Parking Permit - A permit issued by the Public Safety Department for a brief period of time, usually no more than three (3) working days. This permit is also issued to visitors and guests.
- (h) Revocation or Suspension of On-Campus Driving Privilege - The withdrawal of an individual's privilege to operate and/or park a motor vehicle on campus.

(3) Parking Regulations

- (a) Parking regulations are enforced twenty-four (24) hours a day, seven (7) days a week. On-Campus parking areas are designated in the following manner:
 - 1. Students - Students are allowed to park in any Southwest Tennessee Community College parking facility that is not designated as Employee Parking, Restricted Parking, Reserved Parking, Handicapped Parking, or State Vehicle Parking.
 - 2. Employees - Employees are allowed to park in any Southwest Tennessee Community College parking facility that is not designated for individuals with Restricted Permits, Handicapped or Disabled Permits, Reserved spaces, or State Vehicle spaces.
 - 3. Restricted - those individuals with Restricted Parking permits may park in any parking facility that is not designated as Handicap or Disabled, State Vehicle, or Reserved.
 - 4. Handicap or Disabled - Specific spaces have been reserved within all parking facilities for students and employees with disabilities who have handicap/disabled permits or handicap license plates. These individuals may utilize these spaces, as well as any non-reserved spaces on campus.

(Rule 0240-3-14-.06, continued)

5. Reserved - Specific places have been designated for a specific college official such as the President. Only those individuals that the space is designated for may utilize this space.
- (b) Prohibited Parking:
 1. In any fire lanes. All drive-through areas in parking lots are considered fire lanes.
 2. Within fifteen (15) feet of a fire hydrant.
 3. In a driveway, unless there is a marked parking space within the driveway.
 4. On sidewalks or grassed areas.
 5. In any area designated as "No Parking" zone.
 6. In service or delivery areas (official vehicles are exempt).
 7. The standing or stopping of a vehicle in a traffic lane next to a parking space (double parking) is not permitted. If traffic is blocked by standing or stopping, the person for whom the vehicle is waiting may be held liable for the violation.
- (c) The inability to locate a legal parking space in an approved area is not justification for improper parking.
- (4) Standing Violations
 - (a) An unattended vehicle will be considered parked.
 - (b) Double parking is not permitted. If traffic is blocked by standing or stopping of a vehicle, the person for whom the vehicle is waiting may be held liable for the violation.
 - (c) Parking must be within the designated lines of a parking space, no line straddling.
 - (d) Parallel parked vehicles must be parked in the same direction as the flow of traffic.
- (5) Moving Violations
 - (a) All vehicles must come to a complete stop at stop signs.
 - (b) Reckless driving (defined as the operation of a vehicle in a manner endangering life and property).
 - (c) Exceeding the speed limit on campus (15 miles per hour).
 - (d) Driving wrong way in a one-way lane.
 - (e) Driving across parking spaces.
- (6) Citations and Appeals:
 - (a) Citations issued for violations are payable within thirty (30) days at the Bursar's Office.
 - (b) Student appeals of citations may be made by submitting an Appeal Form to the Student Appeals Committee within seventy-two (72) hours after issuance of the citation.

(Rule 0240-3-14-.06, continued)

- (c) Employee appeals may be made by submitting an Appeal Form to the Faculty/Staff Appeals Committee within seventy-two (72) hours after issuance of the citation.
 - (d) Appeal forms are available in the Public Safety Office.
 - (e) Students who fail to pay parking fines or appeal the citation will be denied registration in further courses at Southwest Tennessee Community College, and will be denied transcripts of courses already completed.
 - (f) Employees who fail to pay parking fines or appeal the citation will have the amount of the fine deducted from subsequent payroll checks.
- (7) Parking Fines:
- | | |
|--|----------|
| (a) No vehicle registration permit | \$ 15.00 |
| (b) Parking permit not properly displayed | 15.00 |
| (c) Parked in fire lane | 50.00 |
| (d) Handicapped or Disabled space violations | 100.00 |
| (e) Moving Violation | 15.00 |
| (f) All other violations | 15.00 |
- (8) Vehicle Registration
- (a) Students and employees eligible to operate vehicles on campus or designated center sites of Southwest Tennessee Community College must register their vehicles at the Campus Police Office.
 - (b) Any individual who obtains vehicle registration by misrepresentation will be subject to disciplinary and/or administrative action.
 - (c) Student parking permits will be issued to students each year for a campus access fee of \$10.00 per term.
 - (d) Employee parking permits will be issued to employees each year for a campus access fee of \$10.00 per term.
 - (e) Students and employees having a bona fide disability (permanent or temporary) must register their vehicle with the Campus Police Office.
 - (f) Visitors may obtain a guest parking permit from the sponsor of the activity in which they are involved. Regular visitors may obtain a temporary permit from the Campus Police Office. Visitors are permitted to park in any area on a space available basis. Visitors must adhere to all Southwest Tennessee Community College Parking Regulations. Visitor's violations will be charged to the visitor and/or the person who authorized the permit. The visitor/guest permit must be displayed by hanging from the rear view mirror.
- (9) Permit Display
- (a) To be considered properly registered, a vehicle must have a Southwest Tennessee Community College parking permit displayed as follows:
 - 1. Cars, trucks, vans - The permit must be displayed by hanging from the rear view mirror.

(Rule 0240-3-14-.06, continued)

2. Motorcycles and motor bikes - The permit will be permanently affixed to the windshield headlamp, or gas tank in a position where it is readily visible. Non-registered vehicles are not permitted to park in any Southwest Tennessee Community College parking facility unless a temporary permit is obtained in accordance with section paragraph (9), subparagraph (d) above.
- (b) Non-registered vehicles are not permitted to park in any Southwest Tennessee Community College parking facility unless a temporary permit is obtained in accordance with subparagraph (8) (f) above.
- (c) Proper registration allows the registrant to operate a vehicle on campus and to park in available designated spaces. It does not assure the registrant of a parking space and does not permit usage of parking facilities other than outlined in the Traffic Code.

(10) Bicycles

- (a) Bicycles need not be registered.
- (b) Bicycle riding is considered regular traffic.
- (c) Bicycle riding is not allowed on campus sidewalks or grounds.
- (d) Bicycles shall be parked in designated areas.
- (e) Bicycles are not permitted inside any college building.

(11) Student Traffic Appeals

(a) Introduction

If a Southwest Tennessee student believes that he/she has justification, traffic citations may be appealed within 72 hours after issuance (Saturdays, Sundays and holidays excepted).

(b) Policy

Student has the option of appearing before the Committee for Traffic Appeals which will hear the appeal if he/she wishes to make an oral argument. However, if this option is not exercised, the members of the Committee will consider the appeal based upon the written statement submitted by the student on the appeal request form. The Committee will meet monthly and at such times as may be necessary. The location, date and time of the next scheduled Committee hearing will be shared with the student at the time the request form is completed and submitted to the Coordinator of Student Activities. The Committee is to be composed of five students (the president and vice-president of the Student Government Association, three student organization representatives to be recommended by their faculty advisors). The decision of the Committee membership will be made based upon the regulations set forth in the Southwest Tennessee Traffic Code (which is given to all students when they obtain a parking decal). The Committee shall select its chairperson and recording secretary.

(c) Procedures

1. The appeal process begins with the student completing the "Request to Void Ticket" form. These forms may be obtained, completed and left in the Office of Student Activities. The traffic citation issued by the Campus Police must be attached to the appeal form at the time of its submission to the Committee.

(Rule 0240-3-14-.06, continued)

2. The Committee will meet to review the appeals submitted by students for consideration of voiding the obligation. The student may verbally present his/her case to the Committee in support of the written documentation submitted.
3. Decisions of the Committee majority will determine the outcome of the appeal which in effect gives the committee the authority to void tickets. If the decision of the committee membership is that the assessment on the citation must be paid, fines must be paid in accordance with the procedures set forth in the Southwest Tennessee Traffic Code.
4. A copy of the action of the Committee on an appeal will be made known to the Dean of Student Services and Enrollment Management and the Campus Police. The Campus Police will notify the student of the results via returned student copy of the request form on which the action will be noted. If the student wishes to learn the committee decision prior to the receipt of their copy, the student may call the Office of Student Activities after the committee hearing is held.
5. If the student feels that the Committee's decision must be appealed, the student may submit a written request to the Dean of Student Services and Enrollment Management within 72 hours after the decision of the Committee has been released. The Dean of Student Services and Enrollment Management will review the respective decisions and decide whether to uphold or override committee action.

(d) Limitations

Once a citation is issued to a student, notice of such is to be entered into the computer by the Public Safety Office, which results in a "hold" being placed on the student's records and denial of permission to register.

Authority: T.C.A. §49-8-203. **Administrative History:** New rule filed August 28, 1984; effective November 13, 1984. Amendment filed June 11, 1990; effective September 26, 1990. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 28, 2000; effective June 28, 2000. Repeal and new rule filed August 29, 2000; effective December 29, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004.